

DEVELOPMENT PROGRAM COORDINATOR

DEFINITION

Under general direction, is responsible for coordinating the planning, development and implementation of programs for the Department of Development; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Establishes program objectives by analyzing the program proposal and collaborating with management;

Develops program plans by determining the time frame, funding and staffing required to implement;

Recommends and implements policies supporting trade and development programs, goals and objectives of the Department of Development;

Confers with federal officials to negotiate contracts for financial assistance, including the preparation of work programs;

Represents the Administrator in meetings with City Council, federal and state authorities, business and civic groups in order to explain plans and policies;

Coordinates extensive research work into the policies and progress of trade and development programs in other cities;

Maintains professional and technical knowledge by attending educational workshops and reviewing professional publications;

Keeps the administrator informed, in a timely manner, of any situations that will impact the goals and objectives of a program.

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree and four (4) years of experience in city or regional planning, community or economic development, public administration, or closely related field which has included two years of supervisory experience. Substitution(s): A master's degree in city or regional planning, business administrative, public administration or closely related field may be substituted for one (1) year of the non-supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of public or private trade and development under government sponsorship; considerable knowledge of federal and city regulations affecting trade and development activities; considerable knowledge of sales and communications techniques in the field of marketing; considerable knowledge of research and statistical methods and sources of information

related to physical, social, economic conditions and trends; ability to write and speak effectively; ability to prepare comprehensive reports; ability to plan and direct the work of others; ability to develop and maintain effective working relationships with others; ability to supervise others.

Probationary Period:	365 Days
Examination:	Noncompetitive
Class Code:	2015
Job Family:	Administrative
EEO Job Category:	Official/Administrative
Compensation Plan:	CMAGE
Salary:	Range 37-38
Class established:	03-12-84
Current spec:	07-30-01
Commission action taken:	Retitle (Trade & Development Program Coordinator) Review/no change Revise/Retitle (Economic Development Coordinator 7/31/95)
Last reviewed:	07-30-01